

Section 13.3 PARAMS MENU**Financial Data****Coding Block Elements by Dept/Agy/TKU**

Purpose	This section provides the procedures for a user to add or delete coding block elements by department, agency or timekeeping unit (TKU). The coding blocks defined are the only ones that will display in the dropdown lists for entering data collection.
Window Name	CB Elements by Dept/Agy/TKU
Reminders	<ol style="list-style-type: none">1. The CB Elements by Dept/Agy/TKU window is accessed through the <u>P</u>arams, <u>F</u>inancial Data, <u>B</u> - CB Elements by Dept/Agy/TKU items on the menu bar.2. The CB Elements by Dept/Agy/TKU window contains a Selection Criteria window and a Selection List window. Once the selection criteria has been selected or entered and the Select or New button clicked, the Detail button becomes active. The minimum selection criteria is Department and CB Profile Type. If the Select button was clicked, the data is displayed in the Selection List window. The user may then highlight the data to be updated and click the Detail button to display the Detail Data window. If the New button was clicked, a Detail Data window is displayed to set up the coding block, the OK button is clicked and the CB Elements by Dept/Agy/TKU window is displayed with the available elements. The user then selects the applicable elements.3. Once the Detail Data window is displayed, a user may add or delete coding block data. The CB Elements by Dept/Agy/TKU detail window consists of the following windows:<ul style="list-style-type: none">■ Available Elements■ Selected ElementsWhen a user selects the applicable elements from the Available Elements window, they are displayed in the Selected Elements window.
References	<i>No specific references</i>

CB Elements by Dept/Agy/TKU

The following window is displayed when Params, Financial Data, B - CB Elements by Dept/Agy/TKU is selected from the Menu bar. The steps are described on the following page.

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File Edit Options Functions Params Reports Window Help

CB Elements By Dept/Agy/TKU

Selection Criteria

Department: 01 Agency: 01 TKU: 001 CB Profile Type: Index

Select

Detail

Selection List

FACS Agy	Department	Agency	TKU	Appr Year	CB Profile Type
011	01	01	001	00	Index
011	01	01	001	01	Index
011	01	01	001	95	Index
011	01	01	001	96	Index
011	01	01	001	97	Index
011	01	01	001	98	Index
011	01	01	001	99	Index

<=> New Save Close

Ready

DCDS Input Procedures**CB Elements by Dept/Agy/TKU (Selection Criteria)**

Follow the steps below to enter selection criteria.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. Note: When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
2	Agency	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default. Note: When an agency has been selected, all valid TKUs for the agency will be displayed in the TKU dropdown list.
3	TKU	Select the Timekeeping Unit (TKU) number from the dropdown list, enter the TKU number or select AL from the dropdown to display all TKUs within an agency.
4	CB Profile* Type	Select the Coding Block Profile from the dropdown list (Agency Code 1, 2, 3, Grant, Index, Multipurpose Code, PCA, or Project).
5	Select Button	Click on the Select button located at the top of the window (or press Alt + L). The selected criteria will be displayed in the Selection List window.
6	Selection List	Highlight the Coding Block Profile Type to be updated and click on the Detail button. The CB Elements by Dept/Agy/TKU window will then be displayed.
7	New Button	Click on the New button, if adding new coding block data.

**indicates a required field that must be entered.*

CB Elements by Dept/Agy/TKU (Selection List)

The following information is displayed:

Field Name	Description
FACS Agy	The Financial Administration Control System (FACS) code assigned to a department.
Department	The department the coding block data applies to.
Agency	The agency the coding block data applies to.
TKU	The Timekeeping Unit (TKU) the coding block applies to.
Appr Year	The Appropriation Year applicable to the selected CB Profile Type.
CB Profile Type	The Coding Block Profile Type (Agency Code 1, 2, 3, Grant, Index, Multipurpose Code, PCA, or Project).

CB Elements by Dept/Agy/TKU

The following window is displayed when the **New** button is selected. The steps are described on the following page.

The screenshot displays the DCDS 32 software interface. The main window is titled "CB Elements By Dept/Agy/TKU" and contains fields for Department, Agency, TKU, FACS Agency, Appr Year, and CB Profile Type. A "Detail Data (New)" dialog box is open, showing the same fields with values: Department: 01, Agency: 01, TKU: 001, Appropriation Year: 00, and CB Profile Type: Index. The dialog box has OK and Cancel buttons. The main window has a "New" button and "Save" and "Close" buttons. The status bar at the bottom shows "Ready".

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File Edit Options Functions Params Reports Window Help

CB Elements By Dept/Agy/TKU

Department: Agency: TKU:
FACS Agency: Appr Year: CB Profile Type:

Available Code

Detail Data (New)

Department: 01 Agency: 01 TKU: 001
Appropriation Year: 00
CB Profile Type: Index

OK Cancel

<=> << New Save Close

Ready

DCDS Input Procedures**Add CB Elements by Dept/Agy/TKU****Detail Data Window**

Follow the steps below to add coding block elements by Dept/Agy/TKU.

Step	Field Name	Action
1	Department*	Select the appropriate department number from the dropdown list or enter the department number.
2	Agency	Select the appropriate agency number from the dropdown list or enter the agency number.
3	TKU	Select the Timekeeping Unit (TKU) number from the dropdown list, enter the TKU number or select AL from the dropdown list to apply to all TKUs within an agency.
4	Appropriation Year	Enter the Appropriation Year, if applicable. The year must be entered for Index and PCA profile types.
5	CB Profile Type*	Select the appropriate Coding Block Profile (Agency Code 1, 2, 3, Grant, Index, Multipurpose, PCA or Project).
6	OK Button or Cancel	Click on the OK button (or press Alt + O). This displays the Available Elements and Selected Elements windows allowing the user to add Dept/Agy/TKU coding block information. Click on the Cancel button to cancel the window.

**indicates a required field that must be entered*

CB Elements by Dept/Agy/TKU

The following window is displayed when the **Detail** button is selected or when the **OK** button is clicked when adding a new coding block. The steps are described on the following page.

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File Edit Options Functions Params Reports Window Help

CB Elements By Dept/Agy/TKU

Department: 01 Agency: 01 TKU: 001
FACS Agency: 011 Appr Year: 00 CB Profile Type: Index

Available Elements 1	
Code	Title
10002	GOV'S OFFICE - UNCLASSIFIED EMPLOYEES
10003	GOV'S OFFICE - UNALLOCATED COSTS
10005	GOV'S OFC ADMIN - STATE POLICE
10006	GOV'S OFC ADMIN - PAYROLL ADV C
11100	GOV'S OFC ADMIN - SPECIAL ADVISOR
11200	GOV'S OFC ADMIN - STATE GOV'T AF
11400	GOV'S OFC ADMIN - PUBLIC AFFAIRS
11500	GOV'S OFC ADMIN - LEGAL AFFAIRS
11600	GOV'S OFC ADMIN - LEGISLATIVE AF
11700	GOV'S OFC ADMIN AFFAIRS - ADMIN
11701	GOV'S OFC ADMIN AFFAIRS - ADMIN

Add/Rem

Selected Elements 3	
Code	Title
10001	GOV'S OFFICE - GOVERNOR'S SALARY
10004	GOVERNOR'S PERSONAL EXPENSE
11000	GOV'S OFC ADMIN - CHIEF OF STAFF
11300	GOV'S OFC ADMIN - COMMUNICATIONS

<= >=

New Save Close 5

Ready

DCDS Input Procedures**Add/Remove CB Elements by Dept/Agy/TKU****Available Elements and Selected Elements Windows**

Follow the steps below to add/remove elements.

Step	Field Name	Action
1	Available Elements	Highlight the element(s) to be added to the Dept/Agy/TKU. Note: When one row is double clicked, the highlighted element(s) will be moved to the Selected Elements window.
2	> Button	Click on the > button located between the Available Elements window and the Selected Elements window. This moves the highlighted element(s) to the Available Elements window. Use the >> button if all elements are to be added to the Dept/Agy/TKU.
3	Selected Elements	Highlight the element(s) to be removed from the Dept/Agy/TKU being defined. Note: When one row is double clicked, the highlighted element(s) will be removed from the Selected Elements window and placed back on the Available Elements window.
4	< Button	Click on the < button located between the Available Elements window and the Selected Elements window. This removes the element(s) from the Dept/Agy/TKU being defined. If all elements are to be removed, use the << button. This button moves all the elements listed in the Selected Elements window back to the Available Elements window.
5	Save Button	Click on the Save button located at the bottom of the window (or press Alt + S) to save all the additions or deletions made to the Dept/Agy/TKUs assigned elements.

**indicates a required field that must be entered*